



GUIDELINES FOR AIDES TO RI OFFICERS

While duties will vary depending on the duration of the stay and the type of activities planned for president's representatives at district conferences, the overall responsibility is to be sure that the officer is comfortable, arrives on time for all events, and enjoys the visit.

The following guidelines are to be followed by the aide(s):

1. Before arrival, the aide's responsibilities are to:
 - a. Send information to the officer giving details about himself/herself, such as contact information and name of spouse and photos, if possible
 - b. Inform officer of any special dress obligations (formal wear, etc.) during the time of the visit; ask for any specific requests from officer
 - c. Send the officer, or confirm that event organizers have sent, complete program for the entire time of the visit, including information on all presentations or speeches the officer will be expected to make and any other commitments, visits or activities in which he/she will be expected to participate, as well as general background on the host club(s) and/or district(s)
 - d. Have information on hand as to medical help (hospital, doctor, dentist) for emergencies;
 - e. Inquire about any special accommodation needs or preferences the officer may have (type of beds, smoking/non-smoking, etc.) and any dietary restrictions or allergies
 - f. Check hotel arrangements
 - i. Pre-register officer (and spouse, if appropriate)
 - ii. Have key to deliver to the officer personally
 - iii. Check room to make sure that it is ready for occupancy
 - iv. Check billing instructions, so there are no problems with checkout. Be sure that arrangements for payment are clear. If the officer is expected to pay directly, be sure the officer is aware of this prior to check-in. Review the hotel bill on behalf of the officer.
 - g. If there are registration materials and/or badges for the event, secure that material in advance and check to be sure names are spelled correctly and that all necessary material and information is included in the materials.
2. During the officer's stay, the aide's responsibilities are to:
 - a. Meet the officer at the airport (or other point of arrival), assist with baggage as needed and provide transportation, as needed, throughout the visit

- b. Be sure the officer knows how to contact you at all times during his/her stay
 - c. Be sure the officer knows the exact time he/she is to be picked up for any activity
 - d. Escort the officer and his/her spouse to each activity and stay with them at the activity. If possible, know the seating arrangements in advance and have your seats as close to them as possible
 - e. Introduce the officer to other participants and provide as many opportunities as possible for the officer to interact with other Rotarians and guests. However, it may also be necessary to be available to help move the officer through a crowd or prevent one person from monopolizing the officer
 - f. Be attentive to any need of officer and spouse during the activity; be protective and helpful, but not overbearing or intrusive
 - g. Handle any gifts or literature the officer may receive. If possible, make sure a business card is attached to these items. If necessary, send gifts to the officer's home or office following the event. Please also send a list of the gifts received with the complete name and address of the giver
 - h. Keep the event organizer(s) informed about any needs or desires of the officer
 - i. Do not plan any activities other than those already planned by the coordinator of the event, unless specifically asked to do so by the officer
 - j. Be ready for the unexpected; to the extent possible, anticipate situations; do not be afraid to ask officer what her/his wishes are
 - k. Be prepared to carry out various "ad hoc" responsibilities. For example, you may be called upon to serve as "photographer" for those wishing to have photos taken with the officer.
3. Following the event, the aide's responsibilities are to:
- a. Provide (or arrange) transportation back to the airport (or other point of departure) for the officer and spouse, including assistance with baggage
 - b. If needed, ship large gifts or mementos to the officer. (April 2016 Mtg., Bd. Dec. 157)